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Records Center

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MEMORANDUM FOR:

SUBJECT : Progress Report for Month of October 1957

1. Attached is the Records Center monthly statistical report for the month of October 1957.

2. The following summarizes the activity of the Branches during the month:

a. Accessioning

The Center called upon the Logistics Office/Transportation Division on five different occasions to transfer a total of 878 cubic feet of material. In addition to this, the Records Center Couriers transported a total of 99 cubic feet of material from the Headquarters area. The 977 cubic feet of material accessioned is equivalent to the volume of more than 122, four drawer, legal size, safe cabinets, which have a replacement value of \$43,232.

There has been an noticeable increase in the accessioning of DD/P material as compared to previous months. A total of 664 cubic feet of material was received which leaves only 744 cubic feet of committed shelving space available for new accessions in this area.

b. Reference

The Center received 1,127 request/forms which required the servicing of 6,387 items to requestors. Of this number 291 items were for information reports requiring the reproduction of 1,178 pages.

Stock levels and retention periods have been established for all material in Supplemental File except OCR material. The Reference Branch is presently screening FDD material in order to destroy copies in excess of stock requirements.

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c. Disposal

The Engineering Office has completed the construction of the metal fence around the incinerator. This barrier has enabled the Center to destroy an average of 20 cubic feet of material per day.



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Acting Deputy Chief, Records Center

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RECORDS CENTER MONTHLY STATISTICAL SUMMARY		MONTH	
OCTOBER 1957			
I. ACCESSIONING, DISPOSITION, HOLDINGS			
ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	54	207	
2. RECORDS ACCESSIONED	741	2,603	30,903
3. RECORDS DISPOSED OF AT CENTER	0	87	1,757
4. RECORDS TRANSFERRED FROM CENTER	80	156	4,130
5. RECORDS HOLDINGS	25,008		
6. DISTRIBUTION MATERIAL RECEIVED	235	1,041	18,703
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	50	324	4,612
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	64	189	3,212
9. DISTRIBUTION MATERIAL HOLDINGS	10,959		
10. TOTAL HOLDINGS	* 36,974		
II. REFERENCE SERVICES			
SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	677	2,981	46,815
12. INFORMATIONAL REQUESTS	72	254	3,382
13. INFORMATION REPORTS	291	1,412	
14. INTELLIGENCE REPORTS	4,801	12,970	
15. ADMINISTRATIVE ISSUANCES	618	3,104	
16. TOTAL	6,459	20,721	
III. DISTRIBUTION MATERIALS RECEIVED			
MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
17. INTELLIGENCE REPORTS			
A. INITIAL RECEIPT	12,363	41,130	
B. RETURNS	2,693	11,363	
18. ADMINISTRATIVE ISSUANCES	1,494	8,421	
19. TOTAL	16,550	60,914	
IV. REPRODUCTION SERVICES			
PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE	
20. OZALID	1,076	4,396	
21. PHOTOCOPY	55	367	
22. DITTO	47	146	
23. TOTAL	1,178	4,909	
V. SHELVING UTILIZATION			
SPACE (Cubic feet)	REPORTING PERIOD		
24. TOTAL CAPACITY	41,220		
25. UTILIZED	36,974		
26. COMMITTED	2,479		
27. AVAILABLE	1,767		

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